~~C O N F I D E N T I A L~~

24 April 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1   FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (17 - 23 April 1986)

1. *The Agency Classification Officer, assigned to the Information Resources Management Division (IRMD), accompanied Harold Mason, Information Security Oversight Office (ISOO), to the Office of East Asian Analysis, Directorate of Intelligence (OEA/DI), to review the OEA information security program. Mr. Mason's introductory briefing included ISOO's role in the Executive Branch, and OEA provided a review of its mission and information security practices. OEA's professionalism was evident and its information security practices exceed ISOO's requirements.

2. *The Director, ISOO was informed that 11 unauthorized disclosures were referred to the Department of Justice for investigation during the period October 1985 through March 1986. Executive Order 12356 requires that this information be reported to ISOO semiannually.

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questions for the OF [   ] and Office of Information
Technology (OIT) programmers responsible for operating and maintaining
[   ] After the questions are answered, a draft schedule
item will be prepared. [   ]

5. Because of an article in US News and World Report concerning the
public availability of information on CIA, the Ames Building Information
Services Center (ISC) is assisting the Public Affairs Office (PAO) in
mailing more than 3,000 packages containing brochures and lists of
available publications to private citizens. Personnel in the ISC not
only are assisting the PAO in preparing the material for mailing but also
are providing special courier service.

6. ISOO has issued six standard information security forms for
mandatory use throughout the government. Three of the forms are not
suitable for Agency use. The other three forms, if adopted, would
replace three Office of Security (OS) forms. The Agency Classification
Officer has prepared a memorandum informing OS of the new forms and
requesting an OS review and analysis. If OS determines the forms do not
meet its needs, IRMD will request an exemption from mandatory use.

7. IRMD representatives attended a symposium sponsored by the
National Archives and Records Administration (NARA). The symposium
focused on NARA's activities since it became an independent agency in
April 1985. NARA speakers discussed records disposition and the
appraisal process, the services provided by NARA's Records Administration
Information Center, and the development of electronic records systems
within government and the problems associated with developing records
control schedules for them. Useful professional contacts were
established with NARA personnel during the symposium.

8. *The backlog of initial FOIA requests continues to fall and is now
at 1,456. The backlog of requests in administrative appeal is 206.

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Attachment

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C O N F I D E N T I A L

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23 April 1986

MEMORANDUM FOR: Deputy Director for Administration

STAT FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (16 - 22 April 1986)

1.	The Week in Review	16 - 22 April 1986	1986 Weekly Average
a.	New cases	73	62.9
b.	Cases closed	83	74.5
c.	New appeals logged	3	3.8
d.	Appeals closed	2	2.6
e.	Manpower (man-weeks)	88.9	104.4

2. Current Backlogs

   a. Initial requests - 1456
   b. Requests in administrative appeal - 206
   c. Requests in litigation - 57

3. Spotlighted Requests

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STAT   IPD/FBR:sh⟨   ⟩ (23 April 1986) (FINAL)
              Distribution:
              Orig - Adse
                  1 - DCI/DDCI/Executive Director
                  1 - DCI History Staff
                  1 - DDI
                  1 - DDO
                  1 - DDS&T
                  5 - OIS
                  1 - C/PAO
                  1 - Comptroller
                  1 - IG
                  1 - OGC
                  1 - OCA
                  1 - OP
                  1 - OL
STAT   1 - C/IMS⟨   ⟩
                  1 - DDO/IRO
STAT   25 - DDO/IMS⟨   ⟩
                  1 - DDI/IRO
                  1 - DDA/IRO
                  1 - IC/IRO
                  1 - OTE/MAT
                  1 - OIS/LA
                  1 - IRG/OS
                  1 - IPD Subject
                  1 - IPD Chrono
                  1 - IPD Reading Board
                  1 - HGH

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22 April 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 16 - 22 April 1986

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2. C/CRD and one other CRD reviewer visited NARA with two experienced DO

25X1 reviewers from DO/IMS[_____] The purpose was to show the DO reviewers the material that CRD was reviewing and how CRD was handling the review to make sure the DO had no problems. The material included about five linear feet of OSS Research and Analysis (R&A) files which were not declassified when the R&A files were systematically reviewed 1972-75

25X1 [_____] was a member of the team that conducted the original review) and about one foot of NSC material. The DO representatives were satisfied with the manner CRD is handling the review of these records and so reported to

25X1 the DO/IRO and [_____] CRD will continue the project of reviewing these files until all have been reviewed. It is anticipated that this will take 15 to 20

25X1 man-days to complete. [_____]

3. A ceremony was held in room 105 at NARA on 18 April 1986 to commemorate the signing of a new contract between NARA and State to continue the systematic review of State records accessioned to NARA. The team that conducts the review will be reduced in size from 25 to 16 members with half being paid by State and half by NARA. The State delegation was headed by Ambassador John Burke, Deputy Assistant Secretary and head of the Classification/Declassification Center and on the NARA side by Acting Archivist Frank Burke. The C/CRD and one CRD reviewer who has been regularly occupied about one day per week at NARA were invited to attend

25X1 the ceremony. [_____]
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22 April 1986

MEMORANDUM FOR: Director of Information Services

25X1   FROM:

Acting Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (16 - 22 April 1986)

1.   WORK IN PROGRESS

a.   Machine-Readable Records. On 16 April 1986,
25X1   Information Management Branch, and
25X1   Office of Finance (OF) Records Management
25X1   Officer, met to continue work on
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25X1   review of the outline of the records schedule
item for the system, and the compiling of a list of questions for
the OF Special Payroll Branch and the Office of Information
Technology (OIT) programmers responsible for the operation and
25X1   maintenance of   The OF RMO will schedule a
meeting to present the questions to the appropriate OF and OIT
25X1   personnel, after which a draft schedule item will be prepared.

b.   Search for TS Documents. Annuitants searching for TS
documents continued their review of DI/OGI, DS&T/OD&E, and DI/OSWR
records holdings in the Archives and Records Center. A total of 81
retirement jobs were searched with 11 documents being located.
Search activity will continue on the 319 remaining OGI, OD&E, and
OSWR retirement jobs.

25X1   On 15 April 1986, annuitant   with the
assistance of two DO personnel began a review of DO/Evaluation
Plans Staff records holdings at the Records Center. During the
course of this review one retirement job was found containing
Form 26, Control and Cover Sheet For Top Secret Document
(Collateral), identifying document downgrading actions, which had
been removed from their documents. Arrangements were made for the
DO/IMS to recall and review this job; the IMS was reminded that OIS
is the Office of Record for Form 26. Also, three DO personnel are
searching Near East Division files at Headquarters to verify office
25X1   TS holdings.

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c. ITB Meetings with TRIS Users.

Information Technology Branch, met with registry personnel in OIA, SOVA, DS&T, DCI, and DA to identify problems or concerns they may have regarding the Codeword/Collateral Document Control System (CDOCS). The major concern surfaced by the users was the slow response time being experienced with the system. Unfortunately, ITB cannot correct this problem as it is directly related to the number of Agency users accessing the GIMS system.

2. SIGNIFICANT EVENTS/ACTIVITIES

a. Attendance at NARA Symposium. The Chief, Information
25X1 Management Branch,   and
25X1   IMB, attended a symposium sponsored by the National Archives and Records Administration (NARA) at the National Archives Building on 17 April 1986. The symposium focused on the records administration activities of NARA since it became an independent Agency in April 1985. Assistant Archivist, Office of Records Administration, James W. Moore, introduced three NARA speakers who discussed records disposition and the appraisal process, the services anticipated and those currently provided by their Records Administration Information Center, and the development of electronic record-keeping systems within government and the problems associated with developing records control schedules for these systems.

IMB representatives found the symposium useful in that the discussion was closely related to work that is ongoing within the branch. Working groups were identified that are in the process of revising or producing new regulations and guidelines in information resource management areas, and are preparing a summary of five case studies of electronic record-keeping systems under development or currently operating within the federal government. The IMB representatives obtained the names of several contacts in other agencies who may become valuable sources of information with whom we may develop working relationships in the future.

b. Information Security Oversight Office Inspection.
25X1   Information Management Branch (IMB), and Information Security Oversight Office (ISOO) Inspector, Harold Mason, visited the Office of East Asian Analysis, Directorate of Intelligence (OEA/DI) on 16 April to conduct an annual ISOO inspection. Introductory briefings included a discussion of ISOO's role in the Executive Branch, and OEA's mission and product. The Chief of Production, OEA, then provided an in-depth briefing of OEA information security practices. The topics covered were analyst training, sourcing, portion marking, need-to-know and product dissemination. Mr. Mason then reviewed a selection of OEA publications. OEA's professionalism in this area was evident and their information security practices far exceed ISOO's minimum requirements.

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       c. Information Security Oversight Office (ISOO) Forms. The Information Security Oversight Office (ISOO) has issued six standard information security forms for mandatory use throughout the government. Three of the forms would, if adopted for use by the Agency, replace three Office of Security forms. The other three ISOO forms, while not having comparable Agency forms, are not suitable for use by this Agency. ⟨_____⟩ IMB, prepared a memorandum for the Acting Chief, IRMD's signature advising OS of the ISOO forms and requesting an OS review and analysis of the ISOO standard forms. If OS determines the ISOO forms do not meet their needs, IRMD will request an exemption for the Agency from the mandatory use of the ISOO forms.

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       d. OCR Testing. On 17 April 1986 Chief, Information Technology Branch, ⟨_____⟩ ITB, visited Word Processing Associates to test their Optical Character Recognition (OCR) Page Reader. The test was conducted using some very poor quality documents from declassified files in IPD. The test clearly showed that the TOTEC 5000 OCR Reader Printer operates only as designed; to recognize only high quality print. The very poor quality of the test documents caused the OCR to misread or insert false characters and it was quite apparent that this equipment will not meet IPD requirements.

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       e. Unauthorized Disclosure Reporting. The Director, ISOO, was informed of the number of unauthorized disclosures referred to the Department of Justice for investigation during the period October 1985 through March 1986. Executive Order 12356 requires that this information be reported to ISOO semiannually.

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       f. Classification/Marking Training. ⟨_____⟩ IMB, met with the Chief, Intelligence Training, Office of Training and Education (IT/OTE) and six course instructors, to discuss the means of introducing classification training into the Directorate of Intelligence (DI) analysts training courses. These courses are attended mainly by junior DI analysts. The discussion centered on document sourcing and derivative classification. There was strong support for instructing junior DI analysts in the use of the Agency Classification Guide as well as, and in conjunction with, normal DI sourcing techniques. Practical hands-on use of the Classification Guide will be introduced into classroom writing exercises, and IT/OTE asked that they be furnished with the necessary copies of the guide.

       g. Information Services Center Activities. Chief, Ames Building ISC reports that because of an article that appeared in the US News and World Report magazine offering information on CIA activities to the public, 3000 packages containing brochures and lists of available publications were sent out to private citizens by the Public Affairs Office/DCI (PAO). The ISC assisted the PAO in preparing this material for mailing and providing special courier service. This will be an ongoing service that will be provided by the ISC to PAO.

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The Ames Building ISC also was called upon to provide a special mailing for an IC Staff/SIRVES report going to recipients, both domestically and foreign field. There were 139 copies that were Sensitive Compartmented Information and 92 copies of a Secret collateral version. The distribution was handled on a priority basis and was processed and disseminated by the ISC in one

25X1   working day.

h. <u>Office Surveys</u>. On 18 April 1986, the Chief,
25X1   Information Control Branch, ICB, attended the Office of Logistics weekly staff meeting to brief the Director of Logistics on the upcoming mid-May survey of OL's information handling and records management practices. The Director of Logistics gave his support to the survey and encouraged his division chiefs to cooperate and take advantage of this opportunity to improve their information management. The OL/RMO and the C/OC/OL Information Services Center also attended the briefing.

i. <u>Records Center</u>:

<u>Personnel Assignments</u>. On 14 April 1986,
25X1   was designated Chief of the new Archives and
25X1   ADP Section, ARCB. This new section was formed as a result of combining the Computer and the Archives Sections into one unit.

25X1   Also on 14 April 1986, was designated
25X1   Chief, Reference Section, ARCB.

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<u>Activities</u>. Records Center personnel performed the following activities during the week:

RAMS:	Made 8 additions and 2 changes.
ARCINS:	Jobs received/edited: 9.
	Jobs keyed: 28 consisting of 1749 entries.
	Jobs completed: 5.
Accessions:	Received 14 jobs totaling 228 cubic feet.
References:	Serviced 2103 requests for records.
Dispositions:	Transferred 180 cubic feet of material to the hammermill for destruction.
25X1 | Special Runs: | One to NPIC. |

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3. SCHEDULED MEETINGS

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ICB, will attend a meeting on 22 April with representatives of the New Building Project Office and the Copier Management Program/Printing and Photography Division, OL, to discuss plans for Copy Centers in the New Headquarters Building.

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C-O-N-F-I-D-E-N-T-I-A-L

22 April 1986

MEMORANDUM FOR: Director of Information Services

25X1

FROM:

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities -
14 - 22 April 1986

25X1   1. RPD is currently processing 105 jobs, down slightly from last week's total of 111.

25X1   2. [ ] responded to a request from the Office of General Counsel (OGC) for any Agency regulations or notices pertaing to "human testing" or "the use of humans in research testing" from 1955 to

25X1   present. [ ] and background information,
25X1   was provided. A copy of [ ]
25X1   [ ] also provided.

25X1   3. [ ] completed work on the revision of [ ]
25X1   [ ] Revision of this regulation was initiated by the Travel Policy Committee (TPC) and required coordination with the congressional oversight committees. A copy was sent to the Office of Congressional Affairs (OCA) for forwarding to the the Senate and House committees.

25X1   4. The Deputy Chief, RPD met with [ ] Chairman, CIA Travel Policy committee to discuss a recommendation endorsed by the committee that would eliminate Field Regulations and other administrative issuances and replace them with a single Agency Regulation that would be applicable to both headquarters and field use. Although reaction to this recommendation has been mixed, further discussions are needed before RPD can determine what impact it will have on the regulatory system.

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SEPARATED FROM ATTACHMENT

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